

— Renewal Information —

1. SAVE TIME -- RENEW ONLINE!

The renewal form you received contains detailed information about DOPL's new online renewal system. The greatest advantage is the time you'll save using the online system. Once you have completed the online process, you will be able to immediately print out a confirmation of online renewal which is as valid as a license certificate.

Therefore, the Division strongly encourages you to use the online system. If you wish to renew your license online, but didn't get a renewal ID number, please call (801) 530-6628 or (866) 275-3675 -- toll-free in Utah only.

Note of Caution: Do not wait until July 31 to renew! As with most computer systems, waiting until the last day to renew online will take significantly more time if too many of Utah's 19,000 contractors try to renew on the same day, thereby overloading the online system. To avoid the rush, please renew early!

Also, please understand that if your license expires and you later choose to reinstate it, you will be required to submit additional financial information and pay additional fees.

If your license expired in 2001, you must contact the Division to determine your renewal/reinstatement fees.

2. IF YOU CHOOSE TO RENEW BY MAIL . . .

A. You must sign both certifications on the renewal coupon. Failure to do so will delay issuance of your renewed license. If you cannot sign the certifications, you must provide adequate documentation, as instructed on the form, explaining why you cannot sign. Please follow all instructions carefully!

B. To avoid delays, please mail in ALL renewal documents and fees:

- signed renewal coupon
- signed check or money order made payable to "DOPL"
- completed "2003/04 Contractor License Renew/Reinstate Questionnaire"

If you or someone you know did not receive a renewal notice and you are not using the online renewal system, you can obtain a generic renewal form at www.dopl.utah.gov/licensing/contractor. Select the blue "Applications" bullet. The renewal forms are listed at the top. Mail all generic forms with the fees to DOPL at the address on the form.

3. CRITICAL REMINDERS

"Borrowing" or "Lending" One's License: Both activities are class A misdemeanors for each party involved. Even if companies are owned by the same person they may not use one another's contractor license.

Name Used with a Contractor License: If you use a name -- other than the name on your birth certificate -- in your contracting activities, it must be registered with DOPL and with the Utah Division of Corporations as a DBA (doing business as). If it is not registered with both, it is illegal to use. DBA registrations must be renewed every 3 years.

Expired Corporation Registration: Except for a DBA, any expiration of a corporate registration (filed through the Utah Division of Corporations) automatically expires the contractor license of that entity -- no matter what the expiration date is on the contractor license. You must keep all corporate registrations current.

Liability Insurance: ALL active licenses -- whether the license holder is contracting or not -- must maintain the minimum amount of general liability insurance (\$100,000 per occurrence/ \$300,000 aggregate).



APPLICATION FOR LICENSE RENEWAL / REINSTATEMENT

LICENSE NUMBER	PROFESSION TITLE	EXPIRATION DATE	RENEWAL FEE	REINSTATEMENTS	INTERNET RENEWAL ID NUMBER
	Contractor without LRF	7/31/2003	\$100.00*	Additional fees are required after the expiration date. See reverse for details.	

ADDRESS OF RECORD

LICENSEE CERTIFICATIONS

1. SIGNATURE REQUIRED **

I hereby certify that I have completed or will complete all renewal requirements before the expiration or reinstatement of my current license. I understand that I may be subject to audit.

2. SIGNATURE REQUIRED **

I hereby certify that since the last renewal of this license I have not been convicted of, pled no contest to, or had a plea held in abeyance to a crime which bears a reasonable relationship to my ability to safely or competently practice. I also certify that I have not had any disciplinary action taken against my license in any other state since the last renewal of this license. (If the first renewal for this license, attest to no such action since first issuance of the license.)

↓ DO NOT WRITE OR MARK BELOW THIS LINE. ↓

NOTE: * If your license expired in 2001, you must contact the Division to determine your renewal / reinstatement fees.

(Detach carefully along this perforation.)

**IF ANY OF THE INFORMATION LISTED ABOVE IS INCORRECT,
PLEASE MAKE ANY NECESSARY CHANGES ON THE BACK OF THIS FORM.**

SPECIFIC REQUIREMENTS Additional requirements that apply to your occupation or profession are as follows:

If you choose to not renew your license online, you need to return this paperwork and all other required paperwork and all renewal fees to DOPL by **May 15, 2003**. If you do not, you stand the risk of not receiving a renewed license before the expiration of your current license. See the enclosed newsletter to help answer any questions you may have.

Should your license expire and you choose to reinstate it, you will be required to submit additional financial information and pay additional fees.

** If you are unable to sign either of the two certifications above, you must submit with this renewal complete documentation regarding the incident(s). Complete documentation includes any police arrest report, court docket, and probation/parole officer report for each and every arrest and/or conviction. Failure to sign does not mean the license will not be renewed; however, DOPL may request additional information if the documentation is insufficient.

ON-LINE RENEWAL INFORMATION Save time by renewing your license online at www.dopl.utah.gov

Most Utah licensees can now renew their professional licenses on-line by using a credit card and a unique "Internet Renewal ID Number" – located in the upper right corner of the renewal coupon above. The new timesaving system allows a renewing licensee to immediately print out a confirmation of renewal that is as valid as a license certificate. Additionally, a renewed license certificate will be mailed to the licensee's address of record within two weeks after the online renewal process is completed and processed.

RENEWAL / REINSTATEMENT CHECKLIST See reverse for detailed instructions.

- ☐ **Sign the above coupon** in both certification boxes. (If your legal name has changed, submit verification of such.)
- ☐ **Pay the correct fee.** If you are reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- ☐ **Sign your check or money order.** (Make checks or money orders payable to "DOPL.") **DO NOT SEND CASH.**
- ☐ If renewing by mail, submit only your **coupon** and **check** in the enclosed return envelope. All other documentation or information must be mailed in a separate envelope to the address listed at the top of the coupon.

Unlawful Conduct: Your license expires on the expiration date shown above unless the license is renewed. If the license expires, you may not practice until a new license is issued. Subsection 58-1-501(1)(a) and Section 58-1-502. U.C.A., respectively, make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the expiration date on your license.

NEW MAILING ADDRESS CORRECTION ONLY

Use this space to make any address corrections. Please note that this will be used as your public address of record, which means it is available upon request and via the Internet. It is also the address that will be used for all future correspondence from the Division. You may choose to use a business address or a post office box instead of your home address.

New Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____ - _____

LEGAL NAME CHANGE

If your legal name has changed, you must verify the change by attaching a copy of a marriage certificate, divorce decree, court order, driver's license, or social security card. Mail these changes with your coupon, payment, and documentation to DOPL, P.O. BOX 146741, Salt Lake City, UT, 84114-6741. Do not use the enclosed envelope for this purpose.

↑ DO NOT WRITE OR MARK IN THE BOX ABOVE. ↑

Last: _____ First: _____ Middle: _____

Social Security Number: _____ - _____ - _____

INSTRUCTIONS FOR LICENSE RENEWAL / REINSTATEMENT

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

TIMELY RENEWAL: It is your responsibility to comply with all renewal requirements stated in statute and rule and to promptly submit a completed Application for License Renewal. Due to the volume of renewals to be processed, it can take up to 30 days to process an application. If your completed application is not received at least 30 days before the expiration date shown on the coupon, the Division cannot guarantee that you will receive a new license before your current license expires. You can also renew online at www.dopl.utah.gov where you can immediately print out a confirmation of renewal.

APPLICATION APPROVAL: Your application will be approved unless it is apparent that you do not meet the renewal / reinstatement requirements. Professions with specific requirements listed on the front of this form may be subject to audit by the Division. Those selected for audit will be notified. Please note that the Division reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

REINSTATEMENT FEES: If you fail to renew your license before the expiration date shown on the coupon, you will be subject to the following conditions:

- A) If you are reinstating your license within 30 days after the expiration date listed on the front of this form, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- B) If you are reinstating your license after 30 days and within two years of the expiration date listed on the front of this form, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated.
- C) Fees are subject to change each July 1. The fees on the coupon are current at the time this form was printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within 2 years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308d(3).

INFORMATION UPDATES: You are responsible to immediately notify the Division of address or name changes as they occur. Please do not rely on forwarding orders to provide the Division with this information. Additionally, if your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

TAX ID NUMBER: The Tax ID Number for the Division of Occupational and Professional Licensing is 87-6000545.

Complete Contractor Name (as it appears on the license): _____

Complete Mailing Address: _____

Phone: (____) _____

License Number: _____

2003/04 CONTRACTOR LICENSE RENEW/REINSTATE QUESTIONNAIRE

If renewing by mail, complete this form and submit it to the Division with your renewal coupon and fees. If renewing online, you do not need to submit this form. The same questions are asked in the online renewal.

Answer "yes" or "no" to each question. Do not leave any question unanswered.

1. _____ Do the licensee's total assets (what is owned) exceed total liabilities (what is owed)?
2. _____ Have all state and federal income taxes, payroll withholding, and unemployment insurance premiums been paid as required by law? (Answer "yes" if not applicable.)
3. _____ Have all (if any) judgments, liens, taxes, or child support payments been paid as required? (Answer "yes" if not applicable.)
4. _____ Has the licensee, while licensed under this license, reported to DOPL all instances of filing for bankruptcy, being subjected to an involuntary petition of bankruptcy, being adjudged bankrupt, or seeking protection under the bankruptcy laws? (Answer "yes" if not applicable.)
5. _____ Has continuous general liability insurance coverage of at least \$100,000 for each incident and \$300,000 aggregate been maintained? NOTE: Even if you are not using the license, insurance is still required.
6. _____ Has workers' compensation insurance coverage been maintained as required by law? (Answer "yes" if not applicable.)
7. _____ Has any claim paid by the Residence Lien Recovery Fund been reimbursed, in full, as required? (Answer "yes" if not applicable.)
8. _____ Is the licensee in good standing with all contractor licensing agencies, with no disciplinary actions taken or pending?
9. _____ Has the licensee notified DOPL for every change or loss of its qualifier? (Answer "yes" if not applicable.)
10. _____ Is the licensee still the same entity the license was originally issued to? (Entity means sole proprietor, corporation, LLC, etc.)

FOR EVERY "NO" ANSWER ABOVE, ATTACH A COMPLETE WRITTEN EXPLANATION.

Current Business Type: _____ (sole-proprietor, corp., partnership, LLC, etc.)

Is your business name or entity registration active with the Division of Corporations? (Answer "yes" or "no.") _____

Utah Division of Corporations Registration Number: _____

Liability Insurance Carrier Name: _____ Policy Number: _____

Policy Expiration Date: _____ * * * Supply this information only. DO NOT mail any certificates. * * *

Federal Identification Number: _____ or Social Security Number: _____

I, the undersigned, am authorized to sign this Questionnaire on behalf of the applicant. To the best of my knowledge, the information contained in this Questionnaire is free of fraud, misrepresentation, or omission of material fact; is truthful and correct; and discloses conditions regarding the applicant's financial responsibility.

Print Name of Authorized Signer

Title of Authorized Signer

Signature of Authorized Signer

Date Signed

NOTE: Save all financial statements, supporting documents (bank statements, etc.), and guaranties used to complete this questionnaire for a minimum of 2 years beyond the license issue date. Information used is subject to audit by the Division.